

**OFFICE OF THE COUNCILLORS SANTIPUR MUNICIPALITY.**

**P.O.-SANTIPUR,NADIA,PIN:-741404**

Memo No:- 04/NULM

Dated- 30 JAN 2019

**NOTICE**

Applications in Annexure -1 are invited from the eligible candidates for filling up the following vacant posts of Santipur Municipality under National Urban Livelihoods Mission (NULM) on contractual basis.Details are given below:-

SL NO	Name of the Post	Required Educational Qualification	Age	Remark
1.	Manager-Skill, Micro Enterprises, MIS & ME. <b><u>Number of post-1(one)</u></b>	<b><u>Educational Qualification:</u></b> Bachelor degree in Social Science preferably in Social work/Sociology/Economies/Management Experience:2-3 years practical experience of working in implementation of skill training and placement programmes and also designing and implementation of MIS &ME <b><u>Other Qualification:</u></b> i.Proficient with Ms Office,Strong Analytical Skills,Experience of working with Government Institution will be given preference. ii.In addition to the above mentioned skills and very good in preparation of reports. iii.fluency in English and Bengali .	18-40 years as on 01.01.2019 upper age limit is relaxable for the SC/ST/OBC Candidates as per Govt. Norms	Contractual consolidated monthly remuneration for the post will be Rs.50,000.00(Rupees fifty thousand only).Engagement period is maximum for two years at a time along with the provision of subsequent renewal after every one year subject to satisfactory performance.
2.	Accountant	<b><u>Educational Qualification:</u></b> i)Bachelor degree in Commerce ii)At least three year experience in working with any organization of the Govt society,firm,association etc. iii)Proficiency in Ms-Office(Word,Excel,power point etc.)	18-40 years as on 01.01.2019 upper age limit is relaxable for the SC/ST/OBC Candidates as per Govt. Norms	Contractual consolidated monthly remuneration for the post will be Rs 14000.00(Forteen Thousand Only). Engagement period is maximum for two years at a time along with the provision of subsequent renewal after every one year subject to satisfactory performance.

## **Scope of work:-**

### **1) Manager-Skills, Micro Enterprises, MIS & ME**

- i) Ensure that the city adhere to the EST & P guidelines prescribed by NULM
- ii) prepare work plan for EST & P agenda for the city
- iii) Responsible for the EST & P targets of the city
- iv) Ensure Identification of Skill Training Providers (STPs) at the city level and monitoring the performance quality of the STPs and other agencies involved.
- v) Responsible for providing need based Technical assistance to Cos.
- vi) Ensure linkages with industry associations, skill development mission sector skill councils, Line department, resource institutes, and other relevant agencies.
- vii) Ensure reporting against KRAs
- viii) Ensure that the city adhere to the guidelines prescribed by NULM
- ix) Prepare work plan for Universal Financial Inclusion (UFI) and Self Employment Programme (SEP) agenda for the city.
- x) Responsible for UFI & SEP targets of the city.
- xi) Ensure the bank linkages for SHGs and its members at the city level
- xii) Facilitate access to credit for micro enterprises set up by the urban poor at the city level
- xiii) Arranging for appropriate linkage with relevant agencies/department and intergrate Universal Financial Inclusion and Self-employment programme agenda in implementing of NULM.
- xiv) Prepare work plan for monitoring of the components of NULM
- xv) Responsible for the ensuring proper implementation of MIS at the city level, compilation of information at the city level and submission of the same to the state.
- xvi) Undertake real time monitoring of the scheme at the city level.
- xvii) Responsible for timely submission of information to state.
- xviii) Responsible for providing need based Technical Assistance to Cos.
- xix) Adhere to all monitoring and reporting systems like baseline study, MPRs, Process documentation etc. at city level.
- xx) Work closely with other Managers at the city level for successful monitoring of NULM.
- xxi) Perform any other related tasks assigned by the City Project Officer, CMMU.

### **2) Accountant**

- i) Maintenance of entire NULM finance of ULB Level.
- ii) Assisting the CPO in all financial matters
- iii) Maintaining the accounts for implementation of NULM objectives at City Level including cheeking & verification of accounts of SHG, ALF, CLF & City Office.
- iv) Ensuring the bank linkages for SHGs and its members at the city level
- v) Facilitating access to credit for micro enterprises set up by the urban poor at the city level
- vi) Arranging for appropriate linkages with relevant agencies/department and integrate Universal Financial Inclusion and Self –employment programme agenda in implementation of NULM.
- vii) Working closely with other managers at the city level for successful implementation of NULM. Performing any other related tasks assigned by the CPO.
- viii) Generation of monthly statement showing head wise financial status of ULB in respect of fund received and expenditure incurred under NULM etc.
- ix) Any other work assigned by CPO.



**Methods of Recruitment**-On the basis of Written Test,Computer test & Interview.

**Requirement For The Application:-**

1)Application to be submitted as per format enclosed.(ANNEXURE-I)

i.Photocopy of the document in support of Age,Education Qualification,Other qualifications should be submitted with self attestation.

ii.Two recent passport size photograph with self attestation.

iii.Address with E-mail Id and contact number will have to be mentioned in the application.

iv.One self addressed envelop(25\*11cms).

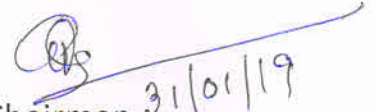
v.If applicant is an Employee of either any Government/Municipality or any other Organization he will have to submit "**NO OBJECTION CERTIFICATE**" from the concerned Employer.

vi.**Postal order for Rs 50/ should be submitted with the application.**

2)Application along with all enclouser in a sealed cover(Superscribing the Post Applied for ) should have to be droped/submitted in a **SEALED BOX** , which will be kept in the office of Santipur Municipality on every working days from 11-00A.M. to 3-30P.M. and 11.00A.M. to 2P.M. on saturday from 2<sup>nd</sup> Feb,2019 to 18<sup>th</sup> Feb,2019.

3)**The application may be submitted by post also.**But the application should have to be reached in this office within the last date and time for submission of application.No application will be received after the last date and time for the submission of application.**Any application is reached after the last date and time for submission of application will be declared rejected.**

4)**The last date for submission of application is :- 18<sup>th</sup> Feb,2019. Up to 3.30P.M.**

  
Chairman 31/01/19  
Santipur Municipality



9) Contact number with e-mail:

9.a) Contact Number -

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9.b) e-mail -

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10) Academic Qualification :

Sl. No.	School/Board/Univ./Inst.	Exam Passed	Year of Passing	Total Marks	Marks obtained	Percentage

11) Computer Knowledge :

12) Experience :

Sl. No.	Name of the Employer	Name of the Post	Date of Joining	Date of Leaving	Whether the job is temporary or permanent	Type of Work Done

13) Additional Qualification (If any) :

14) List of documents etc should be enclosed (Put Tick mark in the Box) :

Sl. No	Documents (Self attested photocopy)	Yes	No	Sl. No	Documents (Self attested photocopy)	Yes	No
1	Proof of age			5	Copy of Employment Exchange card(if any)		
2	a) Proof of academic Qualification b) On Computer Knowledge			6	Copies of recent passport Size photographs		
3	Proof of Working experience			7	Postal order for Rs. 50/-		
4	Proof in support of category(if any)			8	one Self addressed Blank envelop		

**Declaration:** I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me and I fulfill these conditions. The details mentioned in the Application are true and I shall furnish the necessary certificates whenever required.

If any information/details found to be incorrect/false at any stage of the selection process or if any fact found to have been concealed by me or detected even after the appointment, my services may be terminated.

Date :

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Signature of the Candidate

Place :

**NOTE :- LAST DATE FOR SUBMISSION ON 18.02.2019 UPTO 3.30 P.M.**